

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

82-1514/4

FROM: Harry E. Fitzwater
DDA
7D-18 Hqs.

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Logistics

20 JUL 1982

D

2. C/LSD/OL

7/22

Rah

3. DC/LSD

(VTD)

4. C/BPS/OL

Rah

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

- FYE

Where's attachments,
I wonder?

~~File non-official space~~
File Day Care Center

lkm seen
jkm Rkm
ja OK
gk OK
file: day care center

OL 2 3239

ADMINISTRATIVE - INTERNAL USE ONLY

DDA 82-1514/4

15 JUL 1982

MEMORANDUM FOR: Director of Personnel

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Proposed Day Care Center

REFERENCE: Memo from D/OP to DDA, dtd 15 Jun 72, same Subject

Jim:

Forwarded herewith are some comments made by the Directors of Logistics and Security regarding the feasibility of establishing a day care center in our current facilities as well as in the new building. As indicated by the Director of Logistics, current space requirements in the Headquarters Building already exceed our capacity by 72,000 square feet. Further, with the planned consolidation of employees from outlying areas into the new building, there is not adequate space to accommodate a day care center within the maximum net amount of space which will be available in that facility.

STAT

Harry E. Fitzwater

Attachments

Distribution:

- 0 - Adse w/atts
- 1 - D/OL w/o atts
- 1 - D/OS w/o atts
- 1 - DDA Subj w/atts
- 1 - DDA Chrono w/o atts
- 1 - HEF Chrono w/o atts
- 1 - EO Chrono w/o atts

STAT

EO/DDA [] :ba(14Jul82)

OL 2 3239

ADMINISTRATIVE - INTERNAL USE ONLY

2 JUL 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics


SUBJECT: Proposed Day Care Center

REFERENCE: Memo dtd 15 June 82 to DDA fm O/Pers,
same subj (DDA 82-1514, OL 2 2800)

1. The attached point paper prepared by the Building Planning Staff addresses the issue of a child care center on pages 8 through 10. Space for child day care centers, EAA store, barbershop, gymnasium, and snack bars falls under the category of non-official space and has not been programmed into planning for the new building because no clear authority exists for application of appropriated funds to construct space for these purposes. Each is affected by Federal regulations, policy, and economics; and some are affected by local codes. Therefore, each will require a decision by senior management based on the merits of the convenience or service provided, the cost to the Agency in terms of space and dollars, security, and its impact on the Agency's mission.

2. A review of presently available Headquarters Building space indicates that the building is fully occupied and that there is an outstanding list of operational space requirements that already exceeds 72,000 square feet. Therefore, space for a Day Care Center in the Headquarters Building would require moving a component in the Headquarters Building to another location outside or constructing suitable space on the Headquarters compound to accommodate the requirement.

STAT


Daniel C. King

Attachment

DD/A Registry
82-1514/2

25 JUN 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Security

SUBJECT: Proposed Day Care Center

1. In response to your request, I have reviewed the attached proposal from the Federal Women's Program Board to establish a day care center for the children of Agency employees. I do not see any security problems inherent in this proposal that would prohibit the establishment of such a facility. There are, however, some security and cover equities that must be addressed if such a center were to be built on Agency premises.

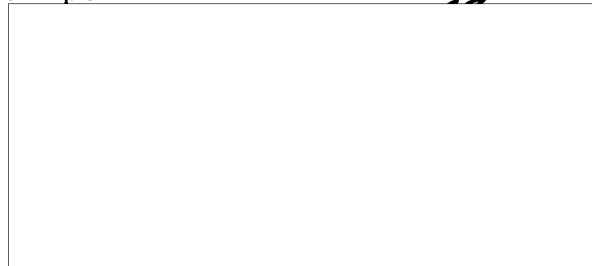
2. If this center were to be established, I believe it is essential that it be physically located outside the Headquarters building in order to avoid access control problems. I envision that it would be a self-contained plant housing a cafeteria, medical facilities, and the routine recreational equipment found in commercial day care centers.

3. Employees of the center should be investigated and cleared in the same manner as staff employees. This will allow for unescorted access to the Headquarters building, if required, and ensure the trustworthiness of individuals entrusted with the children of Agency employees.

OS 2 1571/1A

5. In essence, while the proposal to establish a day care center has some merit and security concerns do not appear insurmountable, the cover implications must be carefully considered. It is assumed that Central Cover Staff is studying this proposal from a cover standpoint.

STAT



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Day Care Center

FROM:
 Harry E. Fitzwater
 Deputy Director for Administration
 7D 24 Hqs

EXTENSION

NO.

DDA 82-1514/1

DATE

17 June 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Director of Logistics
 2C 02

To 1 & 2:

Please prepare comments on the implications of the attached proposal for my use in responding to Mr. Glerum. Suspense: 24 June.

Director of Security
 4E 60 Hqs

Harry

Att

OL 2 2800

D/Pers

82-7094

(O/EEO FILE EEO-82-768)

15 June 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: James N. Glerum
Director of Personnel

SUBJECT: Proposed Day Care Center

REFERENCE: Memo to Ex Dir fr Chair, Federal Women's
Program Board, dtd 25 May 1982, same
subject

Harry:

Attached is a memorandum from the Federal Women's Program Manager (FWPM) proposing a day care center. The Executive Director forwarded it to me. As you know, Federal funds cannot be expended for this purpose without specific authorization and location within the new or other building and would raise security, cover and clearance problems. Nevertheless, I believe we owe the FWPM a response and would like to discuss it at your convenience.

James N. Glerum

Att

cc: Executive Director
FWPM via D/EEO
DD/Pers/SP

OL 2 2800

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25 May 1982

86-7063

Executive Agency

82-1545

MEMORANDUM FOR: Executive Director

THROUGH : D/EEO *JW*
Federal Women's Program Manager

FROM : Chair, Federal Women's Program Board

SUBJECT : Proposed Day Care Center

Summary: In 1981 the DDI (NFAC) Working Group of the Federal Women's Program circulated a directorate-wide survey to determine the interest in having a day care center for Agency employees. Based on the overwhelmingly positive response to that survey, the Working Group asked the FWP Board to look into the issue Agency-wide. A subcommittee of the Board was formed to conduct an informal inquiry to determine the extent and nature of interest in a day care center, as well as preferences on a wide range of related subjects. The Directorate Working Groups were asked to sample opinion in their directorates.

Findings: As a result of that inquiry, as well as a more general awareness of such things as the growing number of working parents (substantiated by the 1981 census) and the need to recruit more of those working parents for the Agency, the Board has found that substantial interest exists in forming a day care center. The Board recommends that the highest level of Agency management should consider whether such a facility is feasible in the new building or another location. If it is feasible, we feel that steps should be taken soon to ensure its existence in the future.

Based on our specific questions to the Directorate Working Groups, the Board has determined the nature of interest on the following topics:

1. Location: Most people would prefer to have a day care center at Headquarters; a small minority expressed interest in other locations.
2. Types of facilities:
 - a) Most people would find infant care and pre-school education useful.
 - b) Normal work hours are acceptable for most potential users of the facility.
 - c) The majority of responses suggested an Agency-managed center staffed by outside trained and cleared personnel.

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SUBJECT: Proposed Day Care Center

d) Almost all interested people are willing to pay the going rates for having a center; they do not expect subsidized care.

3. Employment opportunities: Many respondents indicated that they know people who would either definitely apply for work at the Agency or would seriously consider working here if there were a day care center for their children. Several respondents said they knew of potential employees for the center.

The Board would be happy to answer any questions or to discuss the matter further with you at your convenience.

STAT



Chair FWP

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